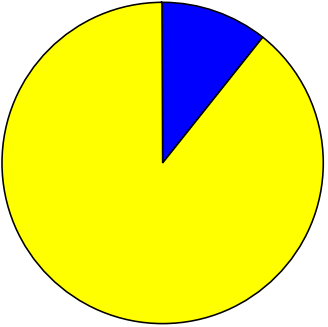


## Department of Planning and Zoning

### 35-07-Ordinance Administration

Fund/Agency: 001/35	Department of Planning and Zoning	
Personnel Services	\$902,156	<b>CAPS Percentage of Agency Total</b>  10.7% 89.3% <div>■ Ordinance Administration ■ All Other Agency CAPS</div>
Operating Expenses	\$38,652	
Recovered Costs	\$0	
Capital Equipment	\$0	
<b>Total CAPS Cost:</b>	<b>\$940,808</b>	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
<b>Total Revenue:</b>	<b>\$0</b>	
<b>Net CAPS Cost:</b>	<b>\$940,808</b>	
Positions/SYE involved in the delivery of this CAPS	17/14.6	

#### ► CAPS Summary

Prepares and processes amendments to the Zoning Ordinance and other County Code regulations; provides both verbal and written responses to requests for information and Zoning Ordinance interpretations; prepares and processes staff reports for appeals of Zoning Ordinance determinations to the Board of Zoning Appeals (BZA); updates and maintains the text of the Zoning Ordinance and files related to amendments; produces Zoning Ordinance supplements; represents the Zoning Administrator in matters under litigation and at various public hearings.

## *Department of Planning and Zoning*

---

### ► **Method of Service Provision**

This function is performed by County employees. The vast majority of services are provided through written correspondence or by telephone, and staff is available to meet with interested individuals and organizations regarding zoning issues. Generally, this service is provided 8:00 a.m. to 4:30 p.m., Monday through Friday. Attendance at the meetings of the various Boards, Commissions and Task Forces, however, occurs beyond the standard hours of operation.

### ► **Performance/Workload Related Data**

- Implements Board of Supervisors' endorsed Zoning Ordinance Amendment Work Program. In FY 2000, nine Zoning Ordinance amendments were adopted. Significant amendments that were the subject of public hearings and/or adopted in FY 2000 include the following issues: places of worship, vehicle transportation service establishments, massage establishments, noise barriers and partial building permits. Over 5,000 staff hours were devoted to the amendment processing function in FY 2000.
- Prepares staff recommendations and staff reports to the BZA for appeals of Zoning Ordinance interpretations and notices of violation. In FY 2000, 25 Appeals were filed and over 2,400 hours were spent by Ordinance Administration Branch staff in the processing of these appeals. The number of appeals submitted in FY 2000 was significantly below the average number submitted in previous years. However, the current rate of submissions is consistent with that of the previous years and that rate is expected to continue.
- Annually prepares over 700 written responses to inquiries within 2-3 weeks of receipt and responds to approximately 60 telephone calls per day. In FY 2000, over 16,800 hours were spent in the preparation of responses to these inquiries. Many of the written responses are zoning certifications for commercial, industrial and residential properties. Additionally, correspondence includes responses to inquiries seeking confirmation as to whether a lot is buildable under the Zoning Ordinance and confirmation as to whether a proposed use is permitted on a certain property. The number of written responses prepared has more than doubled over the past five years.
- Maintains in-house Zoning Ordinance Supplement Service which includes the production of at least one major supplement a year.
- Reviews on a yearly basis approximately two-hundred 2232 Review requests with a majority of these reviews related to telecommunication uses.
- Maintains a database to update and summarize all Zoning Ordinance interpretations made since August, 1978 and maintains a database of all appeals of Zoning Administrator's determinations. These databases enable staff to quickly access zoning interpretations and information pertaining to appeals, thus expediting response time to inquiries and ensuring correct and consistent responses.
- Provides staff support to the Board of Supervisors and Planning Commission and as needed to other boards, committees and task forces, such as the Telecommunication Task Force, Sign Task Force and Engineering Standards Review Committee. Additionally, staff provides support to other agencies charged with implementing the Zoning Ordinance.

## *Department of Planning and Zoning*

---

<b>Title</b>	<b>FY 1998 Actual</b>	<b>FY 1999 Actual</b>	<b>FY 2000 Actual</b>	<b>FY 2001 Estimate</b>	<b>FY 2002 Estimate</b>
Zoning Ordinance Amendments	14	12	9	9	12
BZA Appeals Submitted	44	54	25	45	45

User fee information is included under Rezoning/Special Exception (FY 2002 Budget \$40,750).